

FINAL PLAT REVIEW & RECORDING

Handout #40 Revised 6/25/04



What is the purpose of the final plat process?

The final plat review process ensures that all conditions of approval of the preliminary plat have been satisfied. This review also ensures that private and public improvements have been completed or performance guarantees have been secured, maintenance guarantees (e.g., bonds) secured, and the appropriate legal recordings have been completed.

The State of Washington, under the Revised Code of Washington (RCW) 58.17.010, and Clark County, under Clark County Code (CCC), Sections 40.510.010 and 40.540.070, set forth standards under which the County reviews and approves final plat applications.

Do all the improvements have to be constructed before the Final Plat can be recorded?

No. The applicant has the option to either construct all the improvements before recording the final plat or provide a performance guarantee (e.g., bond). However, if there are any private improvements, they must be constructed prior to recording (i.e., private facilities cannot be bonded). Building permits will not be issued until all improvements have been constructed and provisionally accepted.

How long do I have after approval of the preliminary plat before the final plat has to be recorded?

Preliminary plat approval is valid for a period of 5 years, during which time a fully complete application for final plat approval must be submitted. A fully complete application meets all the legal requirements and conditions of approval.

Except for approved phased developments, plat extensions cannot be granted.

Those applications specifically approved for phased development may request an unlimited number of subsequent two-year extensions, subject to certain approval criteria (See CCC Section 40.500.010B).

How do I verify that the required landscape has been installed in accordance with my approved landscape plan?

You must submit a copy of the approved landscape plan(s) with a certification (standard form provided by the County) signed and stamped by a landscape architect licensed in the state of Washington certifying that the landscape and irrigation (if any) have been installed in accordance with the attached plan(s), and verifying that any plant substitutions are comparable to the approved plantings and suitable for the site.

What is the final plat approval process?

The final plat review and approval process includes a review of the submittal of 3 separate packages of information. The first submittal titled "Submittal Package #A," includes a completed application form, final plat fee, a copy of the preliminary plan review decision and approved preliminary plan, and copies of the "Bluelines" of the final plat proposal. Once a complete package A is submitted, county staff will route the "Bluelines" for review and comment.

Within two weeks the applicant will receive a copy of the "Final Plat Submittal List & Status Report." This report will list the submittal requirements needed to satisfy any preliminary plan conditions of approval and include the various documents needed for final plat recording. The list will be divided into three submittal packages (Packages A, B and C).

For each submittal package, all listed submittal items must be included or the package will be returned to the applicant.

Is there an opportunity to meet with staff to better understand the final plat review process and ask question?

Yes. You may contact the assigned Planning Tech (ext.4120) any time after "Package A" is submitted to arrange a meeting to better understand the review process and ask questions. Your questions may also be addressed over the phone or via e-mail (karen.webb@co.clark.wa.gov).

How long does it take to get the final plat recorded?

Review and approval of the "Bluelines" under Package A is dependent upon the review and approval time of the associated Construction Plans, conducted by Development Engineering, and addressing through the Customer Service Division.

A first round review of the "Bluelines" for planning and survey issues will be completed in about two to three weeks. It will take approximately two to three weeks to complete a technical review for Packages B and/or C.

How will I know how close I am to getting the final plat approved?

Upon a change in status, the owner and contact person will receive an updated status report by e-mail from the Planning Tech. This report will identify what submittals have been reviewed and approved and what remains to be submitted for recording.

The Planning Technician will not inquire, for the applicant, about the status of the items not yet submitted (e.g., are the as-builts approved, has the Letter of Acceptance been approved, has the maintenance warrantee been approved, etc.?). It is the applicant's responsibility to coordinate with their development manager, engineer, Title Company, legal support, etc., to determine the status of items not submitted.

When may building permits be issued?

Building permits will be issued only after a letter of provisional acceptance for all improvements is issued and the final plat recorded.

DEVELOPMENT REVIEW FINAL PLAT APPLICATION SUBMITTAL REQUIREMENTS

The following checklist identifies information required to be included with the Final Plat Application. The Final Plat review process requires submittal of three separate packages. Upon submittal at the front counter, each package will be routed directly to the planning technician for a "Counter Complete" review. For each of the three packages (i.e., A, B & C), all respective numbered items must be submitted before the application package will be considered "**Counter Complete.**" All counter incomplete submittal packages will be returned to the applicant.

All items with a box to the left must be submitted before the application will be determined "**Fully Complete.**" (Note: Certain applications may be exempt from some of the following submittal requirements, as identified by County staff.)

SUBMITTAL PACKAGE #A

A1. COVER SHEET/LETTER OF TRANSMITTAL AND TABLE OF CONTENTS - This submittal package shall contain a cover sheet or Letter of Transmittal that contains the title "Final Plat Package A," project name and case number. A table of contents, tabs and/or dividers to provide assistance in locating the various requirements shall follow the cover sheet.

A2. APPLICATION FORM - The application form shall be completed and signed in ink by the owner of record or authorized agent.

A3. APPLICATION FEE - The following fees for Final Plat shall accompany the application. The check is to be made payable to "Clark County Community Development."

Plat Check Fee:

Short Plat -	\$ 549.00
Subdivision -	\$ 1104.00

Digital Plat Submissions:

County Digital Plat Preparation – Base Fee	\$152.00
County Digital Plat Preparation – Per Lot	\$ 4.00

(Note: A final recording fee will be required upon submittal of Package C)

A4. COPY OF PRELIMINARY PLAN DECISION - A copy of the final decision on the preliminary plat, including any State Environmental Policy Act (SEPA) mitigation requirements referenced in the decision, as well as

any appeal decisions, post decision reviews, or court decisions regarding the plat or the property, shall be submitted. A reduced copy of the approved preliminary plat shall also be submitted.

A-5__PROPOSED FINAL PLAT - The final plat shall be prepared in compliance with the drafting standards in Section 40.540.060 and shall include the following:

- ☐ Subdivision name;
- ☐ Legend;
- ☐ Location, including one-quarter (1/4) section, section, township, range, and, as applicable, donation land claim and/or subdivision;
- ☐ Boundary survey;
- ☐ Lot, block and street right-of-way and centerline dimensions;
- ☐ Street names;
- ☐ Scale, including graphic scale, north arrow and basis of bearings;
- ☐ Identification of areas to be dedicated;
- ☐ Surveyor's certificate, stamp, date and signature;
- ☐ Signature blocks for the following:
 - County Engineer;
 - County Auditor;
 - Chairperson, Board of County Commissioners;
 - County Assessor;
 - Clark County Health Department (if septic or well systems are proposed); and
 - The responsible official;
- ☐ Special setbacks (if any);
- ☐ Private easements (if any);
- ☐ Utility easements;
- ☐ Walkways (if any); and,
- ☐ Parcel area of lots expressed in square footage for developments in the urban area and acreage for developments in the rural area.
- ☐ Mathematical closures.

A6.__BLUELINES COPIES – The number of Blueline copies submitted shall be as follows:

- ☐ 4 Blueline copies of the proposed final plat (for File Copy, Engineering, Survey and Addressing), plus one for each of the following reviews, as applicable:
 - ☐ Archeological,
 - ☐ Forest Practices,
 - ☐ Habitat;
 - ☐ Wetland;
 - ☐ 1 reduced copy (@ a scale of 1" = 200'); and,
 - ☐ 1 copy of the computations and all other associated documents.

Submittal of revised Blueprints shall include the following:

- ☐ 4 copies of the corrected Blueprints; and,
- ☐ All copies of the County redlined prints (i.e., Checkprints).

A7. Final Wetland Permit - If a Preliminary Wetland Permit has been approved or required as part of the preliminary approval, an APPROVED Final Wetland Permit is required for a counter complete Final Plat application. The applicant has the option to request that the wetland conservation covenant, if required, be recorded simultaneously with the approved plat.

This Application Package A was determined to be Counter Complete on:

 / /

Community Development Specialist: _____

SUBMITTAL PACKAGE #B

B1. COVER SHEET/ LETTER OF TRANSMITTAL AND TABLE OF CONTENTS - This submittal package shall contain a cover sheet or Letter of Transmittal that contains the title "Final Plat Package B," project name and case number. A table of contents, tabs and/or dividers to provide assistance in locating the various requirements shall follow the cover sheet.

B2. Construction Plan Approval Letter –

Construction Plan Approval Letter from Development Engineering shall be submitted (see attachment B-5.1). For developments that do not required the submittal of construction plans, a Sight Distance Compliance Letter or a copy of the associated County approved approach permit shall be submitted. The compliance letter shall be stamped, signed, and dated by a Professional Civil Engineer registered in the State of Washington (verifying compliance with CCC 40.350.303(B)(9) of the Transportation Standards).

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B3. FRONTAGE ROAD IMPROVEMENT AGREEMENT APPROVAL - Upon approval (if required), Public Works e-mails confirmation to County staff.

B4. FINAL PUBLIC & PRIVATE IMPROVEMENT ACCEPTANCE LETTER OR PERFORMANCE GUARANTEE - The County requires that all development improvements (e.g., roads and storm drainage systems) be completed prior to final plat approval, or (for public

improvements only) that completion guarantees be secured (e.g., performance bonds, letter of credit, etc.). Upon approval (if required), Public Works e-mails confirmation to County staff.

Improvement Completion Option:

Grading and construction of new roads, stormwater systems, etc., may begin after engineering plans are approved and a pre-construction conference is held.

- ☐ Private improvements completed, inspected, and approved/accepted;
- ☐ Public improvements completed, inspected and approved/accepted;
- ☐ Verification of that required landscape has been installed in accordance with the approved landscape plan(s);
- ☐ "As-built" drawings submitted and approved;
- ☐ Signed reimbursable work-order for signs within County right-of-way or private roads that intersect with public roads;
- ☐ Maintenance warranty guarantee submitted and approved;
- ☐ All Preliminary Plan Review Conditions of Approval satisfied; and,
- ☐ Provisional Acceptance Letter issued (see attachment B-7.1).

Performance Guarantees Option:

If the applicant selects to record the final plat prior to the completion of public improvements, the following shall be submitted (Note: private improvements cannot be guaranteed) (see attachment B-7.2):

- ☐ Detailed breakdown of costs to construct public improvements; and,
- ☐ Acceptable security submitted and approved.

(Note: Building permits will not be issued until all improvements have been constructed and provisionally accepted).

SUBMITTAL PACKAGE #C

C1. COVER SHEET/ LETTER OF TRANSMITTAL AND TABLE OF CONTENTS

- This submittal package shall contain a cover sheet or Letter of Transmittal that contains the title "Final Plat Package C," project name and case number. A table of contents, tabs and/or dividers to provide assistance in locating the various requirements shall follow the cover sheet.

C2. LEGAL DOCUMENTATION - The following signed and notarized original documents shall be provided:

- ☐ A certificate of title;
- ☐ Certification for Platting from a Title Company; (**Note: Certificates for Platting expire 30 days from the date of issue**);
- ☐ Dedication of Plat. A plat certificate shall be provided, including dedications, if any (RCW 58.17.165). The intention to dedicate shall be evidenced by the owner by the presentment for filing of a final plat or short plat showing the dedication thereon; and, the acceptance by the public shall be evidenced by the approval of such plat for filing;

- ☐ A treasurer's certificate;
- ☐ Legal description of the boundary which has been certified by the land surveyor shall be provided, with seal and signature as being an accurate description of the lands actually surveyed;
- ☐ Conditions, covenants and restrictions, notes, and/or binding agreements as required by this code, SEPA, conditions of preliminary plat approval or other law, including but not limited to the following:
 - ☐ Private road maintenance agreement, if applicable;
 - ☐ Recorded conservation covenant, if applicable; and
 - ☐ Late-comer's agreement, if applicable.
- ☐ Verification that fees have been paid for stormwater and roadway improvements, if applicable.
- ☐ Copy of recorded public and private offsite easements and right-of-way dedications for required improvements;
- ☐ Utility letter(s) from the respective water and sewer service providers verifying the services have been installed, inspected and approved; and,
- ☐ Other legal documents required pursuant to the preliminary plat decision.

C3. Supporting Documentation. Additional fees and documentation may be required, including the following:

- ☐ Final archaeology comments;
- ☐ Receipt showing payment of concurrency modeling fees;
- ☐ Landscaping covenants;
- ☐ Verification of the installation of required landscape. Prior to recording the final plat, the applicant shall provide verification in accordance with Section 40.320.030(B) that the required landscape has been installed in accordance with the approved landscape plan(s); and
- ☐ Other supporting documents required pursuant to the preliminary plat decision.

C4. MYLAR AND DIGITAL FILE. Upon compliance of the final plat and the construction plans with all preliminary plat conditions and with all applicable, adopted statutes and local ordinances, the responsible official shall request submittal of the final plat Mylar(s) for signature and submittal of a digital file for layers specified in Section 40.540.060 that conforms to all applicable requirements discussed in Section 40.540.060. If the applicant chooses, the county will prepare the digital file based upon the submitted Mylar. The applicant shall provide payment for the preparation of the digital file in accordance with Section 6.110A.040E. Additionally, the responsible official shall forward the digital file to the Department of Assessment and GIS.

C5. Recording Fee - The following recording fees for filing the Final Plat with the County Auditor's office shall accompany the application. The check is to be made payable to "Clark County Community Development."

1-49 lots \$85.00

50 plus lots \$65.00 + \$.50 per lot \$ _____

Department of Community Development
1300 Franklin Street
P.O. Box 9810
Vancouver, WA 98666-9810
Phone: (360) 397-2375; Fax: (360) 397-2011
Web Page at: www.clark.wa.gov



proud past, promising future

DATE OF SUBMITTAL: _____

CERTIFICATION OF LANDSCAPE INSTALLATION

In order to ensure that the landscape has been installed in conformance with the approved landscape plan(s) CCC 12.05A.770 (9), CCC 17.301.100 (J), and CCC 18.402A.050 (H) require that the applicant to submit a copy of the approved landscape plan(s) with a certification signed and stamped by a landscape architect licensed in the state of Washington certifying that the landscape and irrigation (if any) have been installed in accordance with the attached approved plan(s) and verifying that any plant substitutions are comparable to the approved plantings and suitable for the site. Any substituted plants shall be no smaller than those shown on the approved plan(s) and shall have similar characteristics in terms of height, drought tolerance and suitability for screening. **Verification of landscape installation must be submitted prior to approval of a final plat or issuance of an occupancy permit.**

PROJECT NAME: _____	FLD/FSR CASE #: _____
DEVELOPER: _____	PHONE: _____
LANDSCAPE CONTRACTOR: _____	PHONE: _____
LANDSCAPE ARCHITECT: _____	PHONE: _____

I, the undersigned landscape architect licensed in the state of Washington, hereby certify that the landscape on the subject site has been installed in accordance with the attached approved plans with ____ [number of substitutions] plant substitutions. I further certify that all of the plant substitutions are listed below and that these substituted plants are comparable to the approved plantings, suitable for the site, are be no smaller than those shown on the approved plan(s) and have similar characteristics in terms of height, drought tolerance and suitability for screening.

Approved Plantings		Plan Substitution	
Name	Size	Name	Size
1.			
2.			
3.			

* Attach additional sheets as needed to list all plant substitutions.

Irrigation was was not [circle one] required by the approved landscape plan. If irrigation was required, I further certify that the irrigation system was installed pursuant to the landscape plan and has been tested and was properly functioning on _____ [date irrigation system was tested].

Signature

Date

Stamp

Attach approved landscape plan(s)

DEVELOPMENT REVIEW APPLICATION FORM

(Form DS1000-Revised 12/4/03)



PROJECT NAME:		
TYPE(S) OF APPLICATION (See Reverse Side):		
DESCRIPTION OF PROPOSAL:		
APPLICANT NAME:	Address:	
E-mail Address:	Phone and Fax:	
PROPERTY OWNER NAME (list multiple owners on a separate sheet):	Address:	
E-mail Address:	Phone and Fax:	
CONTACT PERSON NAME (list if not same as APPLICANT):	Address:	
E-mail Address:	Phone and Fax:	
PROJECT SITE INFORMATION: Site Address:		Comp Plan Designation:
Cross Street:	Zoning:	Serial #'s of Parcels:
Overlay Zones:	Legal:	Acreage of Original Parcels:
Township:	Range:	¼ of Section:

AUTHORIZATION

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the County to enter the properties listed above.

Authorized Signature

Date

Assigned at Customer Service Center	CASE NUMBER:	
	WORK ORDER NUMBER:	

APPLICATION TYPES

If you have any questions regarding the type of application being requested, our Customer Service Center will be happy to assist you.

- ☐ Annual Review
- ☐ Appeal
- ☐ Boundary Line Adjustment and Lot Reconfiguration
- ☐ Conditional Use

Environmental/Critical Areas:

- ☐ Archaeological
- ☐ Critical Aquifer Recharge Area (CARA)
- ☐ Columbia River Gorge
- ☐ Forestry + (Moratorium Waiver, Moratorium Removal, Class I, Class IVG or COHP)
- ☐ Floodplain
- ☐ Geological
- ☐ Habitat
- ☐ Historic
- ☐ SEPA
- ☐ Shoreline
- ☐ Wetland

Land Division:

- ☐ Binding Site Plan
- ☐ Final Plat
- ☐ Plat Alteration
- ☐ Short Plat (___ Infill)
- ☐ Subdivision (___ Infill)

Miscellaneous:

- ☐ Addressing
- ☐ Accessory Dwelling
- ☐ Covenant Release
- ☐ Garden Shed Setback Waiver
- ☐ Home Occupation
- ☐ Legal Lot Determination & Innocent Purchasers Determination
- ☐ Non-Conforming Use Determination
- ☐ Reconstruct Letter
- ☐ Sewer Waiver
- ☐ Shooting Range
- ☐ Sign

Planning Director Review:

- ☐ Post Decision
- ☐ Pre-Application Conference
- ☐ Pre-Application Waiver
- ☐ Public Interest Exception
- ☐ Similar Use
- ☐ Temporary Use
- ☐ Other

- ☐ Planned Unit Develop/Master Plan
- ☐ Road Modification
- ☐ Site Plan
- ☐ Variance
- ☐ Zone Change